

Data Repository





CHAPTER 5 – DATA REPOSITORY



he **Data Repository** is the central hub of the BRICS system, providing functionality for defining and managing study information, and for contributing, uploading, and storing the research data associated with each study.

The Data Repository module is closely related to the Data Dictionary module which provides long term repository for research data.

5.1 OBJECTIVE

The **Data Repository Tool** provides useful features for:

- Manage Studies
 - View Studies
 - Create a Study
 - o Edit a Study
 - Submit Request to Approve Data Document
 - Add Form Structure
 - Search Studies
- Other Tools: Submisson Tools, MIPAV Tool, and Download Tool (See <u>Chapter 9 MIPAV</u>, <u>Chapter 10 Data Validation</u>, and <u>Chapter 11 Download Tool</u>) are located within the Data Repository module. Please refer to the above-referenced chapters for additional information.

The **Data Repository** also has a simple search box for performing keyword search within the forms fields using: **Short Name**, **Tittle**, **Description**, and **Created By**.

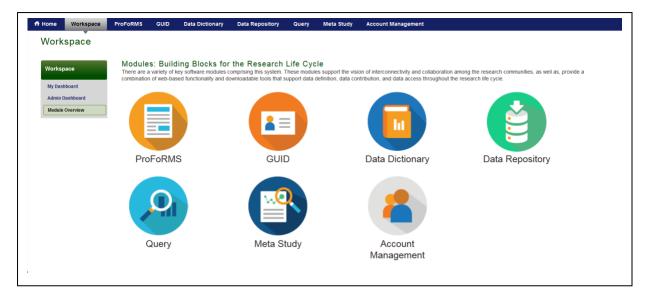


5.2 MODULE NAVIGATION

The **Data Repository** module (including sub-modules) are available within the BRICS Workspace

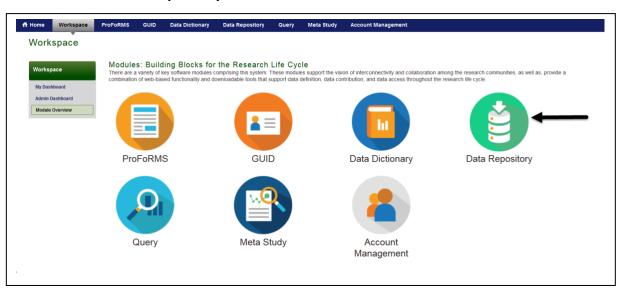
To Access the Data Dictionary Module: Perform the following actions:

- 1. Login to the system.
- 2. Navigate to the Workspace landing page

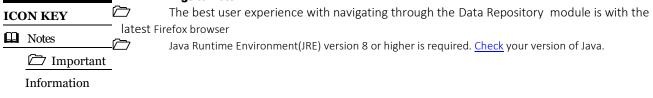




3. Click the Data Repository module icon



Things to Note:



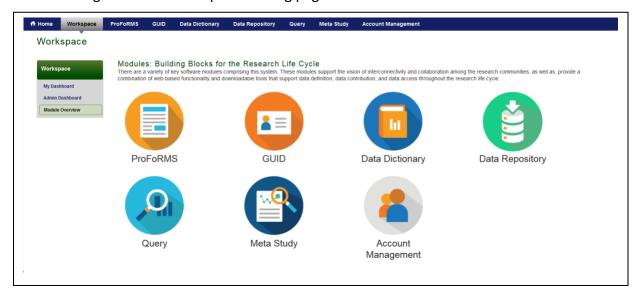


5.2.1 View Studies

The **View Studies** lists the studies that the user has permissions to view. The filters provided within the View Studies list allows users to filter the list by **Ownership**, **Data Submission Status**, and **Data Type**. The search capability allows users to search by **Study Title**, **Study ID**, **Principle Investigator** (PI), and by the **Permission Type** that the user holds for a particular study (Owner, Admin, Read, Write).

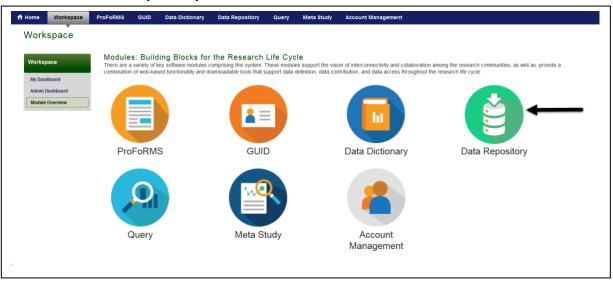
To View Studies in Data Repository: Perform the following actions:

- **1.** Login to the system.
- 2. Navigate to the Workspace landing page



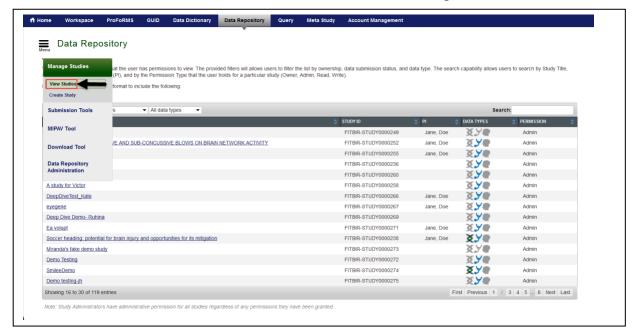


3. Click the Data Repository module icon



4. Click the Menu on the left-side tool bar to select the View Studies. Note: By default, the system brings you to the View Studies from the Workspace landing page.

Results are shown in a tabular format to include the following:



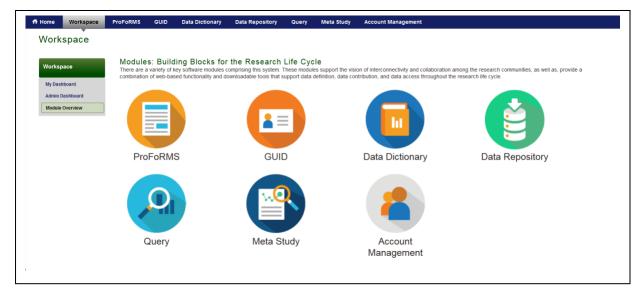


5.2.2 Edit Studies

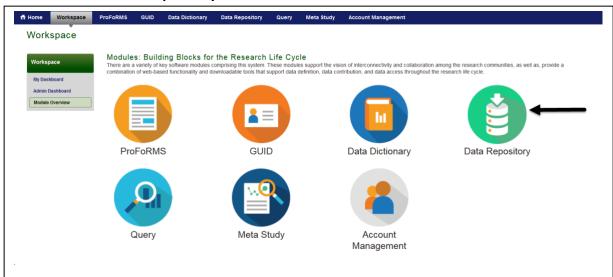
The Edit Studies function allows the user to edit studies that the user has permissions to edit.

To Edit Studies in Data Repository: Perform the following actions:

- 1. Login to the system.
- 2. Navigate to the Workspace landing page

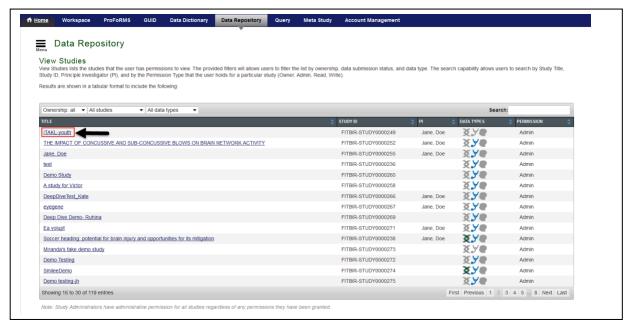


3. Click the Data Repository module icon



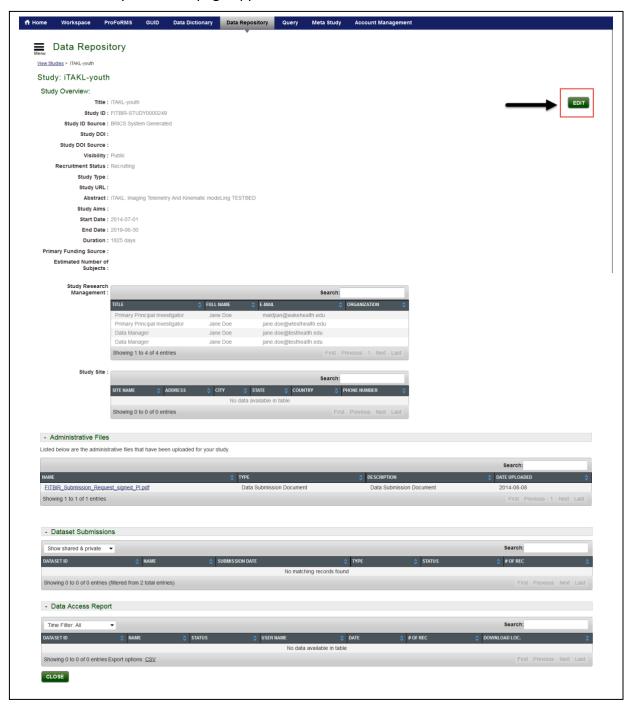


4. By default, the system brings you to the View Studies from the Workspace landing page. From the Data Repository View Studies list page, select the study you like to edit by clicking on the study link as shown below:





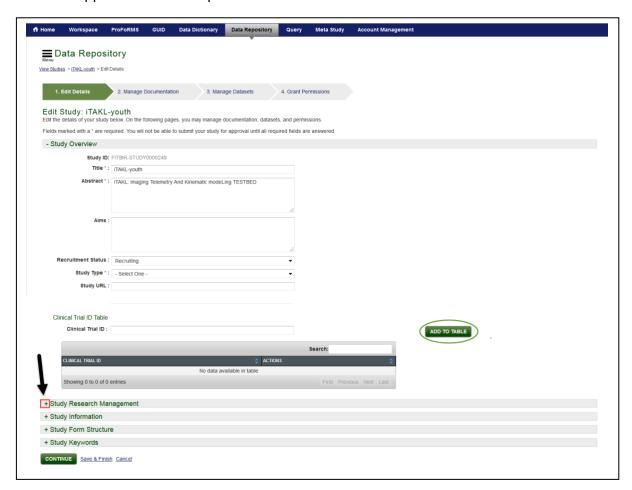
5. The Study Overview page appears. Click the **Edit** button.





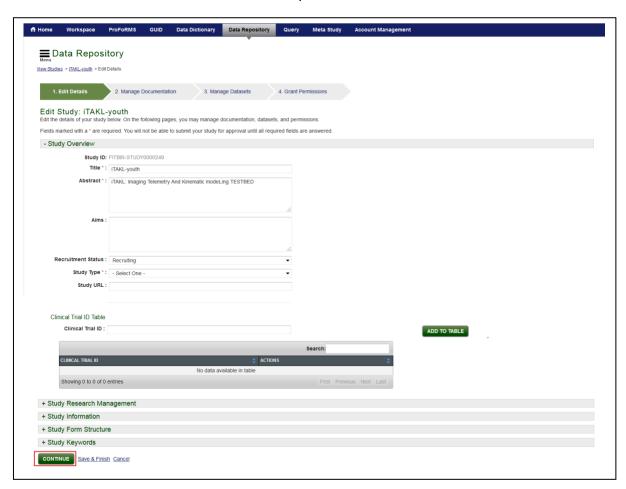
6. Edit the details of your study as shown below. Clicking on the [+]expansion icon expands the various section(*Study Research Management*, *Study Information*, *Study Form Strucuture*, and *Study Keywords*) for additional study details.

On the following pages, you may manage **documentation**, **datasets**, and **permissions**. **Note**: Fields marked with a * are required. You will not be able to submit your study for approval until all required fields are answered.



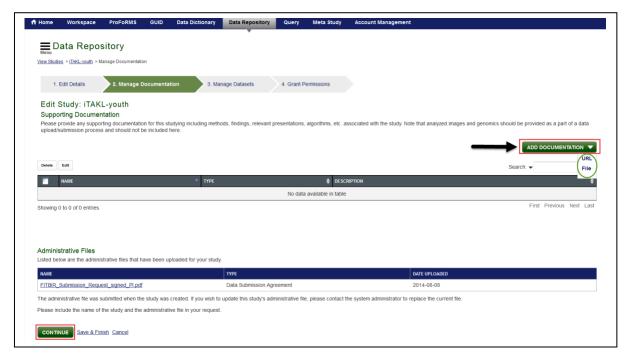


7. Click the **Continue** button when complete.

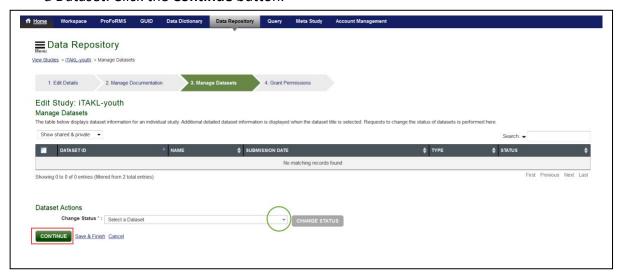




8. Manage Documentation: Click the **Add Documentation** button to select the desired file or URL to uplpoad. Click the **Continue** button.



9. Manage Datasets: In the table below, the dataset information fo ran individual study is displayed when the dataset tittle is selected. You may request change to the status of datasets from here by selecting the drop-down menu beside "**Change Status**" to select a Dataset. Click the **Continue** button.



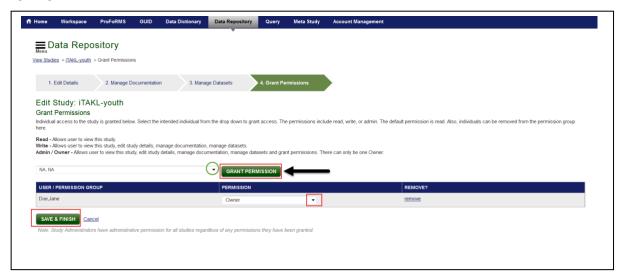


10. Grant Permissions: Individual access to the study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here. Using the drop-down menu, select the User to which permission needs to be granted. Click on the Grant Permission button. Note: Study Admnistrators have admnistrative permissions for <u>ALL</u> studies regardless of any permissions they have been granted. Click Save & Finish to complete the process.

Read - Allows user to view this study.

Write - Allows user to view this study, edit study details, manage documentation, manage datasets.

Admin / Owner - Allows user to view this study, edit study details, manage documentation, manage datasets and grant permissions. There can only be one Owner.



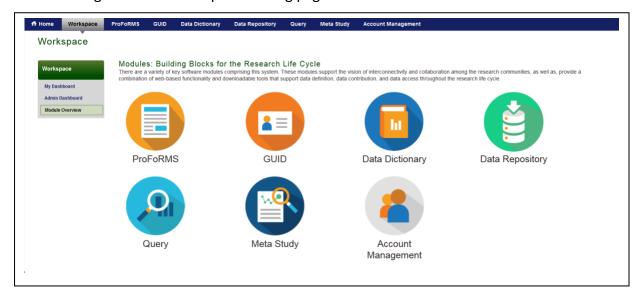


5.2.3 Create Study

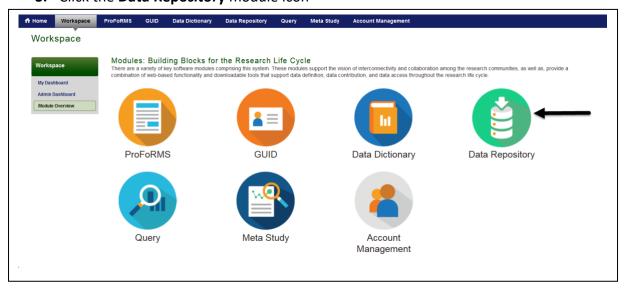
The **Create Study** functionality allows users with permission to create a study by providing the relevant information requested and submitting the request which will be reviewed by a BRICS Systems Admnistrator. Once approved by the Systems Admnistrator, users may begin to submit data to the system.

To Create a Study in Data Repository: Perform the following actions:

- **1.** Login to the system.
- 2. Navigate to the Workspace landing page

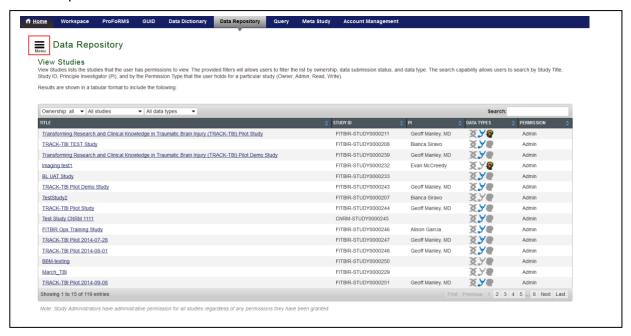


3. Click the Data Repository module icon





4. Click the Menu on the left-side tool bar. The Data Repository Tool menu opens and expands.



5. Select **Create** under Form Structures from the left-hand drop-down menu. The Create Study general details page appears.





- **6. Study Overview:** Complete all required fields marked with an *asterik:
 - ❖ Tittle
 - Abstract
 - Aims
 - ❖ Recruitment Status
 - Study URL
 - Clinical Trial ID

Study Research Management: Complete all required fields marked with an *asterik:

- ❖ Role
- First Name
- Middle Initial
- Last Name
- ❖ Suffix
- ❖ E-Mail
- Organization Name
- Picture File

Study Information: Complete all required fields marked with an *asterik:

- ❖ Site Name
- Address
- Country
- City
- ❖ Phone Number
- Start Date
- End Date
- Estimated Number of Subjects
- Primary Funding Source
- ❖ Grant ID

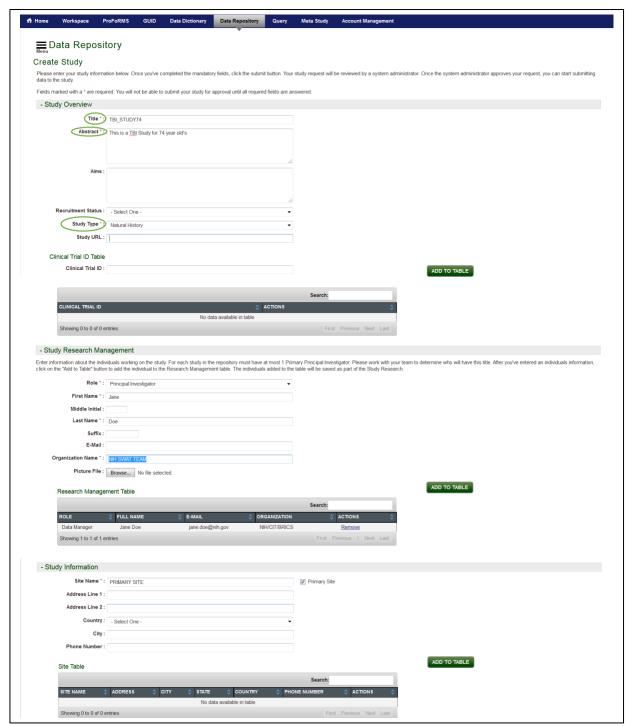
Study Overview: Complete all required fields marked with an *asterik:

Study Form Structure

Study Keywords:

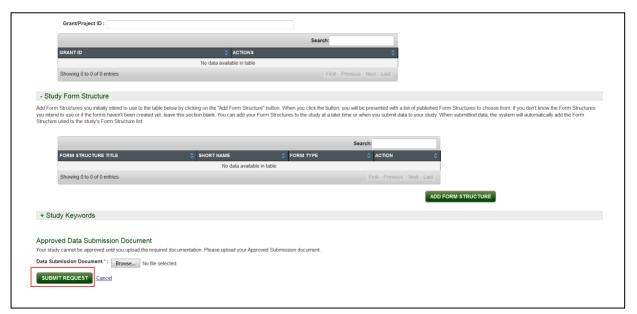


7. Fill out the general details below to create a study. On the following pages, you may attach data elements and apply permissions. Fields marked with a * are required.





8. Click the **Submit Request** button. <u>Note</u>: Your study cannot be approved if the required data submission documentation(s) were not uploaded. Remember to submit your Approved Submisson document.



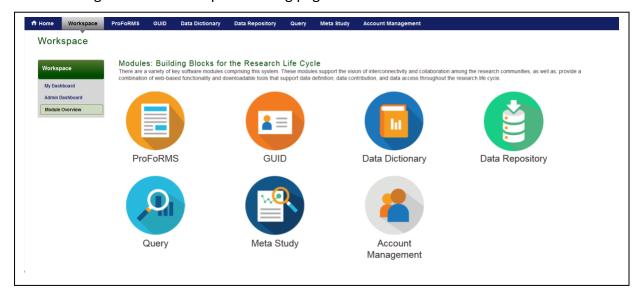


5.2.4 Search Studies

The search capability allows users to search by **Study Title**, **Study ID**, **Principle Investigator** (PI), and by the **Permission Type** that the user holds for a particular study (Owner, Admin, Read, Write).

To Search Studies in Data Repository: **Perform the following actions:**

- **1.** Login to the system.
- 2. Navigate to the Workspace landing page

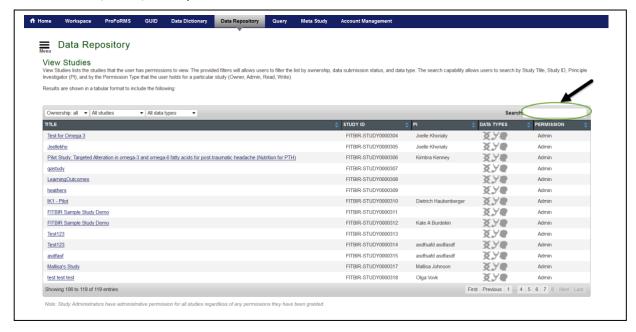




3. Click the Data Repository module icon

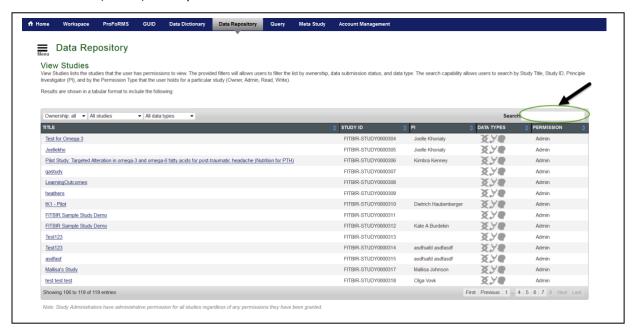


4. By default, the system brings you to the View Studies from the Workspace landing page. In the search text-box, enter the **Study Title**, **Study ID**, **Principle Investigator (PI)**, **and/or** by the Permission Type that the user holds for a particular study (Owner, Admin, Read, Write).

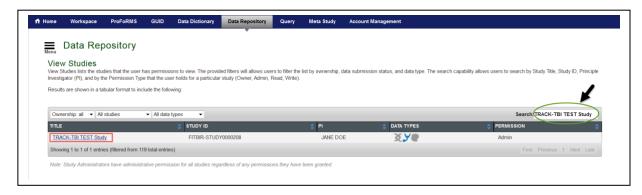




5. By default, the system brings you to the View Studies from the Workspace landing page. In the search text-box, enter the **Study Title**, **Study ID**, **Principle Investigator (PI)**, and/or by the Permission Type that the user holds for a particular study (Owner, Admin, Read, Write).



6. In this example, "TRACK-TBI TEST Study" was used for the search. The study appears in the View Studies list page as shown below:





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